#### **MINUTES**

Montevallo City Council Work Session April 8, 2024 5:30 p.m. at City Hall

Present: Mayor Rusty Nix, Council Member David King, Council Member Kenneth Dukes, Council Member Martha Eisenberg, Council Member Sonya Swords. Absent: Council Member Lelia Mitchell. Quorum present.

Work Session called to order at 5:30 p.m. by Mayor Nix with Quorum present.

## Mayor Nix called for Discussion of New Business Items on Agenda:

- Discussion of Memorandum of Understanding (MOU) with Impact Montevallo effective April 8, 2024; Sarah Hogan, Director, addressed questions from City Council regarding the Drug-Free Communities (DFC) Grant Funding and the MOU.
- Discussion of request to close Island Street from North Boundary Street to Park Drive for Spring Fling Family Food Truck Fest event on April 27<sup>th</sup>.
- Discussion of request to waive vendor and business license fees for Spring Fling Family Food Truck Fest event on April 27<sup>th</sup>.
- Discussion of request to declare surplus items to be sold at Public Auction: Walk Behind Reel Mower and Bush Hog Zero Turn Mower.

#### Mayor Nix Called for Committee Reports:

Council Member King called on Chief Littleton. Chief Littleton read the report for the Police Department; there were 89 Total Reports for the Month of March. See Appendix 1.

Council Member King called on Chief Davis for the Fire Department Report. Chief Davis reported there were 132 Calls for the month of March. See Appendix 2.

Mayor Nix called on Council Member Dukes for the Sustainability Report. Council Member Dukes called on Kirk Hamby, Head of Public Works, reported "The Big Event" was held by the University of Montevallo last Saturday and the Public Works Department is picking up lots of brush; he reported Free Dump Day was held on Saturday, March 30<sup>th</sup> and the Public Works Department logged 86 man hours, hauled 18 tons to the Shelby County Landfill.

Mayor Nix called on Council Member Eisenberg for Recreation, Preservation and Community Development Reports. Council Member Eisenberg called on Shane Baugh, Parks and Recreation Director. Shane reported soccer season is underway; travel tournaments will begin next week; Easter Egg Hunt had approximately 300 children participate in the event, and everyone had a good time.

Mayor Nix called for the Education, Arts and Outreach Committee Reports. Mayor Nix called on Marissa Wilson Director of Parnell Memorial Library. Marissa reported March was the library's biggest month ever; there were 4,110 visits to the building; 3,263 wi-fi/ computer sessions; 1,255 program participation and 82 community meetings. See Appendix 3.

Mayor Nix called on Miguel Moreno, Council Member of the Montevallo Junior City Council (MJCC). Miguel reported the MJCC sold sno-cones at the Easter Egg Hunt and raised \$238, and they would be participating in the Spring Fling Family Food Fest on April 27<sup>th</sup> selling sno-cones.

Montevallo City Council Meeting April 8, 2024 6:00 p.m. at City Hall

Present: Mayor Rusty Nix, Council Member David King, Council Member Kenneth Dukes, Council Member Martha Eisenberg, Council Member Sonya Swords. Absent: Council Member Lelia Mitchell. Quorum present.

## Pledge of Allegiance

Council Meeting called to order at 6 p.m. by Mayor Rusty Nix.

**Approval and or corrections of the Minutes** 03.25.24 – Motion by Council Member King, seconded by Council Member Dukes, All Ayes, Motion passed.

**Recognitions / Awards:** Mayor Nix read and presented the Proclamation for National Child Abuse Prevention Month. See Appendix 4.

Opportunities for Citizens to speak to the Council: None

## Mayor Nix asked for Committee Reports to Continue:

Mayor Nix called on Sarah Hogan, Director of Impact Montevallo. Sarah discussed the Drug-Free Communities (DFC) Grant funding process in more detail; Sarah shared results from the PRIDE Survey data from years 2019 – 2024; there has been a great decrease in 30-day usage by our youth – Alcohol usage has decreased from 25% to 6%; Marijuana usage dropped from 19.7% to 1.5%; Cigarette usage dropped from 15.2% to 0%; Prescription Drug usage dropped from 14.3% to .8% - the positive work and opportunities provided through the DRC Support Grant for our coalition has made an impact in our community. See Appendix 5.

Mayor Nix called on Council Member Swords for Finance, Economic Development & Tourism. Council Member Swords called on Courtney Bennett, Executive Director of Montevallo Main Street. Courtney reported The Type Shop complete their Façade Grant project last Friday; new program, K.A.S.H. Market, an initiative to support youth entrepreneurship (in partnership with Impact Montevallo, Montevallo Chamber and Parnell Library); Courtney invited everyone to attend Dr. Caplow's Environmental Studies Capstone Course on Friday, April 19<sup>th</sup> at 9 AM in Council Chambers as students present their projects: ValloCycle and Glass Recycling. See Appendix 6.

Council Member Swords called on Adele Nelson, Executive Director Montevallo Chamber of Commerce. Adele reported the Onion Sale deadline is April 16<sup>th</sup>; April Chamber Luncheon features Main Street Alabama President and State Coordinator; Montevallo Golf Tournament will be held April 18<sup>th</sup>; the Chamber is co-hosting Shelby County Small Business Awards on May 22<sup>nd</sup>. See Appendix 7.

**Public Health & Safety** (Police, Fire, Code Enforcement, Housing Abatement, Planning and Zoning) – Reported during City Council Work Session.

**Sustainability** (Streets & Sanitation, Recycling, Arbor & Beautification, ValloCycle, Environmental Preservation Initiatives, and Historical Commission) – Reported during City Council Work Session.

**Recreation, Preservation and Community Development** (Parks & Recreation, Youth Athletics, Trails, Annexations) – Reported during City Council Work Session.

**Education, Arts & Outreach** (Schools, Library, UM, Boys & Girls Club, American Village, Sister City Commission, Artwalk, IMPACT) – Reported during City Council Work Session and City Council Meeting.

**Finance, Economic Development & Tourism** (Finance, MDCD, IDB, Chamber, Main Street) – Reported during City Council Meeting.

Mayor Nix called for Committee Reports to Continue:

**Consent to Pay the Bills:** Mayor Nix asked for a Motion to Pay the Bills. Council Member King made a motion to pay the bills, seconded by Council Member Dukes, All Ayes. Motion passed.

#### **New Business:**

- Memorandum of Understanding with Impact Montevallo effective April 8, 2024. Motion made by Council Member Dukes, Seconded by Council Member King, All Ayes, Motion passed.
- Request close Island Street from North Boundary Street to Park Drive on Saturday April 27
  from 9:00 AM to 6:30 PM for Spring Fling Food Truck Fest. (Montevallo Main Street). Motion
  made by Council Member Dukes, Seconded by Council Member King, All Ayes, Motion passed.
- Request to waive vendor and business license fees for April 27, 2024 Spring Fling Food Truck
  Fest. (Montevallo Main Street). Motion made by Council Member Dukes, Seconded by Council
  Member Eisenberg, All Ayes, Motion passed.
- Request to declare surplus the following equipment to be sold at Public Auction: (1) Tru Cut 27
  Walk Behind Reel Mower Serial # 819422 (1) Bush Hog PZ 3061 Zero Turn Mower Serial
  #0276640056. Motion made by Council Member Eisenberg, Seconded by Council Member King,
  All Ayes, Motion passed.

Old Business: None

**Board Appointments: None** 

Other Business: None

**Citizen Participation:** Joyce Lewis 330 Reonda Ln addressed Council and reported the bench for Dr. Earl Cunningham is completed and it will be installed in October on Dr. Cunningham's birthday.

OG Puff Owners addressed Council wishing to open store on Main Street. New Business License Ordinance requires review by Council. Business Ordinance 02262024-287. Main Street location at CVS

Shopping Center. Council to review under New Business Ordinance and owners will submit business packet at April 17<sup>th</sup> Council meeting.

Adjourn: Mayor Nix called for a Motion to adjourn the meeting. Motion made by Council Member Dukes, Seconded by Council Member King, All Ayes. Meeting adjourned at 6:33 p.m.

Submitted by:

Steve Gilbert

City Clerk / Treasurer

	January-24	February-24 March-24	March-24	April-24	May-24	June-24 July-24	July-24	August-24	September-24	October-24	November-24	December-24	Total
Total Reports	50	87	89	0	0	0	0	0	0	0	0	0	818
Criminal Cases	33	57	70										160
Non-Criminal	17	30	19										99
Traffic Accidents	9	1	11										28
Traffic Citations	98	127	148										373
DUI Arrests	4	10	6										23
Public Intox Arr	0	0	2										2
Alias Arrests	2	5	10										17
Juvenile Arrests	0	-	2										e e
Misd Arrests	0	4	2										9 9
Felony Arrests	-	3	-										L.
Drug Related	1	9	2										0
Total Arrest	8	29	31	0	0	0	0	0	0	0	0	0	89
Auto Thefts	-	0	2										ď
Burglaries	0	-	0	-									
Auto Recoveries	0	0	-								Ti Ti		-
Auto Burglaries	0	0	-										-
Criminal Mischief	-	-	-	38									6
DV. Related	3	5	8										16
Assaults	-	0	-										2
Fraud/Forgery	2	0	-										8
Harass / Reck	-	3	2										9
Misc. Offenses	22	24	21										67
Robberies	0	0	2										2
Sex Crimes/Other	0	0	0										0
Thefts / Attempts	5	3	6										17
Suicide / Attempts	0	0	0										0
Deaths	-	0	0										-

## 2024 Montevallo Fire And Rescue Events by Type Report Date: 4/1/2024

		Jan	Feb	Mar	Total
ABDOMINAL PAIN/INJUR	n e	1	4	2	7
ALARM	COMMERCIAL FIRE ALARM	5	1	0	6
	MEDICAL ALARM	1	3	1	5
	RESIDENTIAL FIRE ALARM	5	2	8	15
ALLERGIC REACTIONS		1	1	2	4
ALTERED MENTAL STAT	4	2	1	6	Ç
ANIMAL	ANIMAL BITE/ATTACK	0	0	1	1
ASSAULT		1	2	1	4
BACK PAIN/INJURY		4	1	3	8
BLEEDING		2	6	1	ç
BREATHING PROBLEMS		11	6	11	28
BURN INJURIES		0	0	1	1
CARDIAC	CARDIAC ARREST - ADULT	1	1	2	4
	CARDIAC ARREST - CHILD	1.	0	0	1
CHEST PAIN		4	8	10	22
CHOKING	CHOKING - ADULT	0	0	1	1
	CHOKING - INFANT	1	0	0	1
	CHOKING CHILD	0	1	0	1
COLD INJURIES / EXPOS	3	1	0	0	1
CONFIDENTIAL	S-85A (SUICIDE ATTEMPT)	1	0	0	1
DIABETIC RELATED		1	3	2	6
DRUG OVERDOSE		1	0	0	1
EXTREMITY INJURIES		3	4	1	8
FALL	FALL FROM STANDING POSITION	13	4	11	28
FD ASSIST	CHILD LOCKED IN CAR	0	0	1	1
	LAW ENFORCEMENT	0	1	0	1
	LIFTING ASSISTANCE	15	18	19	52
	MUTUAL AID	0	1	0	1
	OTHER AGENCY	2	0	1	3
	PUBLIC	2	1	0	3
FIRE	APPLIANCE FIRE	0	1	0	1
1132	BRUSH / WOODS FIRE	0	7	8	15
	COMMERCIAL STRUCTURE FIRE	0	0	1	1
	DUMPSTER FIRE	1	1	2	4
	ELECTRICAL FIRE	Ö	1	0	1
	RESIDENTIAL STRUCTURE FIRE	3	7	6	16
	TRANSFORMER / POLE FIRE	0	2	2	4
GAS	GASOLINE / DIESEL SPILL	1	0	0	1
5710	NATURAL / PROPANE GAS LEAK	Ö	0	1	1
GENERAL ILLNESS	TOTO TOTO TOTO TOTO CEPTO	22	23	11	56
HEAD/NECK INJURY		2	0	0	2
HEART PROBLEMS		5	4	1	10
MVC	MVC - CHECK FOR INJURIES	7	6	7	20
	MVC - PEDESTRIAN INVOLVED	0	1	0	1
	MVC WITH INJURIES	1	0	0	1
OB/GYN PATIENT	MVO TITITI INJUNIES	0	0	1	1
PERSON	PERSON DOWN	2	0	0	2

		Jan	Feb	Mar	Total
POISONING		0	1	0	1
POSSIBLE STROKE		9	1	2	12
SEIZURE		3	2	1	6
TEST CALL		0	0	1	1
TRAUMATIC INJURY		1	0	0	1
UNCLASSIFIED COMPLA		1	0	0	1
UNRESPONSIVE PERSOI		4	5	3	12
	Total	141	131	132	404

## PARNELL MEMORIAL LIBRARY

## MARCH 2024

VISITS TO THE BUILDING

4,110

PHONE CALLS

134

PROGRAM PARTICIPATION

1,255

COMMUNITY MEETINGS

82

CIRCULATION

6,538

WIFI & COMPUTER SESSIONS

3,263

CITIZEN SAVINGS

\$128,054.55

DATABASE SEARCHES

513

## PROGRAMS:49

- · 4 Storytime with Mr. Mac
- · 5 Take Home Craft Kits
- 4 Pokémon Club
- 1 Family Night event
- · 3 Homeschool hubs.
- · 2 Girls book club
- 2 Boys club
- 1 Mini Movie
- 2 Drama Classes
- · 3 Script Readers groups
- 4 Tiny Tumbling
- 1 Red Cross Blood Drive
- 1 Book Sale, and MORE!

# PARNELL MEMORIAL LIBRARY

**APRIL 8. 2024** 

- March was a great month! We had our BIGGEST month ever!
- Thank you to UM Organic Community Garden for letting the homeschool hub come learn about it today.
- This week is National Library week, so stop by and say hey and visit us! April 9th is National Library Workers Day.
- Tomorrow, we have mini music and Pokémon club, and a take home spring flower sweets n eats kit.
- Wednesday, for National encourage a young writer day, we are having a young writer's workshop for kids and teens, from 3:30-4:30.
- tiny tumbling will be Friday and a flower pot take home craft.
- Medicare will be here next Wednesday, the 17th at 3:30.
- We are having a poetry slam, open mic night at the Parnell Theatre, on April 18th.
   They will be adult/mature content.
- earth day, we are having Homeschool hub, gardening, and a kids seed starter kit, take home.
- April 18th, we are having an informational meeting for our Kids Action Side Hustle (Kash) at the library. Maggie Hall will be speaking to kids with an entrepreneur mindset, who makes items and would like to sell them. must attend with a caretaker. ages 5-18. After this meeting, they can sign up for the farmers Market on June 24th and be able to sell their own items to the community.
- April 23rd, we will have master gardener Kate Vogel come and talk about summer garden prep at 6:00 PM
- Shelby County Extension office is having a cottage food safety training certificate course, April 26th, from 2-4. cost is \$25 for there certification fee. you can register online through Shelby county extension office.
- This summer, we are having two Montevallo Children's theatre camp. One will be
  for ages 6-12, and the dates are July 8th-19th. And the Teen one will be June 10-13,
  for ages 12-18. Auditions for both camps will be on April 9th and April 11th. Call the
  library for more info, or come in for a flyer, or look on our FB page.
- Red Cross Blood drive will be at the library, on May 16th, from 1-6. You can make an appt online.



## 2024 National Child Abuse Prevention Month Montevallo, Alabama

**WHEREAS**, children are our nation's most vulnerable members as well as our nation's most valuable resources, helping to shape the future of Alabama; and

**WHEREAS**, positive childhood experiences (PCES) - like loving caregivers and safe, stable, and nurturing relationships - can help mitigate trauma and the negative impact of adverse childhood experiences (ACES) to promote the social, emotional, and developmental well-being of children; and

**WHEREAS**, childhood trauma can have long-term psychological, emotional, and physical effects throughout an individual's lifetime and impact future generations of their family; and

**WHEREAS**, childhood trauma, including abuse and neglect, is a serious problem affecting every community in the U.S., and finding solutions requires input and action from everyone; and

**WHEREAS**, children who live in families with access to concrete economic and social supports are less likely to experience abuse and neglect; and

**WHEREAS**, prevention is possible because of the partnerships created between families, prevention advocates, child welfare professionals, education, health, community, and faith-based organizations, businesses, law enforcement agencies, and local, state, and national governments; and

**WHEREAS**, we acknowledge that in order to solve the public health issue of abuse and neglect we must work together to change hearts and mindsets through storytelling and sharing, center the needs of families, break down bias and barriers, and inspire action from expected and unexpected partners in prevention; and

**WHEREAS**, we are committed to advancing equitable, responsive, and effective systems that ensure all children and families are healthy and thriving; and

**WHEREAS**, we recognize the need to prioritize kids and invest in more prevention initiatives like home visiting and family-strengthening policies, economic supports, and community-based child abuse prevention programs at the national, state, and local levels; and

NOW, THEREFORE, I, Rusty Nix, as Mayor of the City of Montevallo, do hereby proclaim April as NATIONAL CHILD ABUSE PREVENTION MONTH in Montevallo, Alabama, and urge all citizens to recognize this month by building a narrative of hope for children and families through collaboration and the creation of an ecosystem of primary prevention that does not currently exist in this country.

In witness whereof, I have hereunto set my hand and caused this seal to be affixed.

Signed this the 8th day of April, 2024.

Rusty Nix, Mayor



## City Council Meeting: April 8, 2024

## Ms. Sarah Hogan, program director provided the following report:

- - According to PRIDE Survey data, 2019 2024, we have seen a great decrease in 30-day usage by our youth.
    - Alcohol: We've gone from 25% usage to 6% usage. that is a 19% decrease.
    - Marijuana: We've gone from 19.7% usage to 1.5% usage. that is a 18.2% decrease.
    - <u>Cigarettes</u>: We've gone from 15.2% usage to 0% usage. that is a 15.2% decrease.
    - Prescription Drugs: We've gone from 14.3% usage to .8% usage. that is a 13.5% decrease.
  - The positive work and opportunities provided through the Drug-Free Communities Support Grant for our coalition has made an impact in our community.
- End Addiction Walk: This past weekend, we showcased our SPOT Trailer at the End Addiction Walk in Birmingham. We had over 100 people visit our booth and trailer. We had a lot of great feedback and two organizations, the Addiction Prevention Coalition and Girls, Inc. both have requested a training session with the trailer for their entire staff. We are grateful to have this tool to help educate and encourage important conversations that will aid in keeping our youth substance free. It is also a great way to showcase the great things happening in Montevallo. Thank you to Officer Holloway and Jennifer Toliver for assisting me during the event. Our partnership with the Police Department is vital and greatly appreciated.
- Alabama SAYS Conference: Tomorrow I will be attending the Annual Alabama SAYS, Substance Abuse Youth Summit, Conference in Montgomery. The conference brings together decision-makers and service providers across Alabama to forge partnerships and develop strategies that will better protect Alabama's youth. The Alabama Substance Abuse Youth Summit is made possible by a grant from the National Alcohol Beverage Control Association. I look forward to bringing back valuable information to coalition members to create strategies for Montevallo's youth.
- KASH Market: Do you know any youth that have an entrepreneurial mindset? The K.A.S.H. (Kids' Action Side Hustle) Market is a new initiative that will give young

makers, crafters, designers, and entrepreneurs an opportunity sell their creations. Offered to youth ages 5-18.

An Information Session Registration will be held at 5:30 pm on April 18.

Sponsored by <u>Alabama Public Television</u>, <u>Montevallo Main Street</u>, <u>Parnell Memorial Library</u>, <u>Impact Montevallo</u>, and <u>Montevallo Chamber of Commerce</u>.

■ Spring Fling Family Food Truck Fest: Mark your calendars for the 3<sup>rd</sup> Annual Spring Fling Family Food Truck Fest on Saturday, April 27<sup>th</sup> from 12:00 – 6:00 at the Pecan Grove off Island Street. For Alcohol Awareness Month, we will be having a fatal vision course and games, we will be showcasing the SPOT Trailer, we have fun kids' activities including inflatables, face painting, an interactive mural and more. This event is a partnership with Montevallo Main Street and Drum the Program. One of my favorite events of the year is a time when families come out and enjoy the community together. We will be releasing a request for volunteers in the coming week on our social media, if you would like to help us out, please use the sign-up genius form.

## APPENDIX 6



## **Report to City Council**

## April 8, 2024

## Updates

- The Type Shop completed their Façade Grant project last Friday. Please join us in thanking them for investing in the Main Street District.
- On Wednesday, April 17, Montevallo Chamber of Commerce is hosting their monthly luncheon which will feature Main Street Alabama's Mary Wirth speaking about the National Main Street Conference coming to Birmingham in May. We are happy to sponsor this luncheon alongside Calera and Columbiana Main Street. Please RSVP to the Chamber by April 12. We hope to see you there! Please note that this month's luncheon will be held at Montevallo First Baptist Church (660 Main Street).
- We would like to introduce the K.A.S.H. Market, a new initiative in partnership between Alabama Public Television, Montevallo Main Street, Parnell Memorial Library, Impact Montevallo, and Montevallo Chamber of Commerce. This is a two-part initiative intended to promote and support youth entrepreneurship. Any young person aged 5-18 is invited to participate.
  - On Thursday, April 18, a one-hour information session and short business course will be held at 5:30 PM at Parnell Memorial Library. This will be led by Maggie Hall, a local business owner who also serves on Montevallo Main Street's Economic Vitality Committee. Registration is now open: https://forms.gle/FoysRg8cPsxqNeFf7
  - O In addition, participants are invited to apply to be a vendor in our special section of Montevallo Farmers' Market on Monday, June 24, which will require them applying directly to the Farmers' Market, and participation is up to their discretion.
- We invite you to watch the presentation of Dr. Caplow's Environmental Studies Capstone
  Course on Friday, April 19 at 9 AM in the Council Chambers. This semester's course addressed
  two projects the possibility of glass recycling in Montevallo, and expanding programming with
  ValloCycle: the Montevallo Bike Share, which includes the addition of a workshop space in the
  City Hall Annex.
- We are pleased to co-sponsor the Music Stage at Arts Fest with Discover Shelby. Arts Fest will be held in Orr Park on Saturday, April 20 from 10 AM – 5 PM in Orr Park.
- Please make plans to join us for our first Friday Nights at the Cove season on April 26 (6:30 PM at 737 Main Street), featuring live music by Mother May I and sponsored by Dr. Bobby Shunnarah. We also hope to see you at Spring Fling Family Food Truck Fest on April 27 at the Orr Park Pecan Grove (noon to 6 PM at 940 Island Street).

Courtney Bennett, Executive Director



# Turn your Hobby into Dollars!



The KASH (Kids' Action Side Hustle)

Market is a new initiative that will

give young makers, crafters, designers, and entrepreneurs and opportunity to sell their creations.

Offered to youth ages 5-18 (who must attend with a parent/caregiver).

Attend the information session and short business course, geared to youth, to learn more.

Thursday April 18 at 5:30pm at Parnell Memorial Library

Parnell Memorial Library 277 Park Drive Montevallo, AL 35115

FREE to attend.
Register at this link!













## Montevallo Chamber Council Report 4.8.24

- 1) **2024 Montevallo Onion Sale** deadline April 16th with tentative pick-up date of May 9th. Funds raised will go to support the Annual Montevallo Community Grant Fund. New for this year the bags will be 5 lbs. Cost \$6. per bag
- 2) April Chamber Luncheon / "Main Street America is Coming to Alabama" / Speaker: Mary Helmer Wirth, Main Street Alabama President & State Coordinator / Wed. April 17th from 11:30am to 1pm; noon lunch \$15.00 per person / Montevallo First Baptist Fellowship Hall, RSVP by Fri. April 12th / Sponsors Calera Main Street, Main Street Columbiana & Montevallo Main Street
- 3) **Montevallo Chamber Golf Tournament** Thursday April 18 / to benefit the Mary Lou Williams Scholarship Fund / Cahaba Fall Country Club Centerville / 11am lunch with shotgun at 12:30pm
- 4) Montevallo Chamber will have a booth at the Montevallo ArtsFest on Sat. April 20th.
- 5) Montevallo Chamber will be sponsoring the **Shelby Emergency Assistance Disc Golf Tournament . Sat.** May 11th 9am UM Disc Golf Course Info contact Team :Lehman 205-746-8721
- 6) Co-host **FUNNIES FOR FURBABIES** Stand Up Comedy Night at The Dive Bar / Wed May 15 / 7-9pm / No Cover, but pet food donations are appreciated: 16lb or larger dry dog food, and any size dry cat food.
- 7) Co-host **Shelby County Small Business Awards** Luncheon / Wed May 22 / Pelham Civic Complex / Deadline for nomination April 22, 2024



### Adele Nelson

### **Executive Director**

Montevallo Chamber of Commerce

P.O. Box 270 Montevallo, AL 35115

205.665.1519 office

www.montevallocc.com



## Memorandum of Understanding

This agreement between the Impact Montevallo and The City of Montevallo shall be from April 8, 2024 until terminated by mutual agreement:

## RESPONSIBILITIES OF THE COALITION:

- a. Set policy for and oversee its own programs including goals and objectives in alignment with the DFC Support Program's Terms and Conditions.
- b. Participate, advise, and/or direct staff and volunteers, set goals and objectives for contract employees, and negotiate and make recommendations for contracts in collaboration with the grant recipient/legal applicant.
- c. Create, approve, and partner in the management of the DFC budget in compliance with grant requirements.
- d. Provide copies of all required documents to the grant recipient/legal applicant as requested.
- e. Reimburse grant recipient/legal applicant for any indirect or direct expenses incurred by the coalition with prior approval.
- f. Be solely responsible for liabilities arising out of its program and its interaction with program participants.

## RESPONSIBILITIES OF THE LEGAL APPLICANT/GRANT RECIPIENT:

- a. Provide the coalition staff with office space and storage space.
- b. Compile financial reports on a mutually agreed upon schedule and provide to coalition.
- c. Provide accounting services to prepare and distribute payroll, pay invoices, prepare and submit the appropriate forms for employment, wages and payroll taxes on behalf of the coalition.
- d. Negotiate and/or bid and approve contracts in collaboration with the coalition.
- e. Maintain all records pertaining to costs and expenses to reflect costs of labor, materials, equipment, supplies, services, and other costs and expenses when reimbursement is claimed or payment is made and share such information with the coalition.
- f. Obtain Workman's Compensation Insurance and liability coverage for the coalition's employee.

Impact Montevallo and The City of Montevallo agree to abide by all applicable federal and state anti-discrimination statutes, regulations, policies, and procedures. This agreement shall be subject to all applicable provisions of state and federal law and regulations related to the delivery and funding of grant activities.

Sarah Hogan		Steve Gilbert	
Official Coalition Representa	ative's Name	Authorized Organization Rep	resentative's Name
Official Coalition Representa	ative's Signature	Authorized Organization Re	presentative's Signature
Program Director, Impact	04/08/2024	City Clerk & Treasurer	04/08/2024
Title	Date	Title	Date